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Approved For Release 2001/08/31 : CIA-RDP78-06202A000100100011-9

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2 April 1965

ANALYSIS OF ABOUT-TO-BE RETIREES

(Sample: 213 who received one-, two- and five-year letters)

1. Six Years Compared by Sex and by Grade-level

| <u>Year</u> | <u>Male</u> | <u>Female</u> | <u>GS-13 and<br/>Above</u> | <u>Below<br/>GS-13</u> |
|-------------|-------------|---------------|----------------------------|------------------------|
| 1965        | 16          | 16            | 16                         | 16                     |
| 1966        | 14          | 7             | 12                         | 9                      |
| 1967        | 18          | 11            | 12                         | 17                     |
| 1968        | 15          | 20            | 15                         | 20                     |
| 1969        | 25          | 15            | 25                         | 15                     |
| 1970        | 26          | 30            | 25                         | 31                     |
|             | <u>114</u>  | <u>99</u>     | <u>105</u>                 | <u>108</u>             |

2. Years 1965 and 1966

It is recommended that fifty-three employees, because of the imminence of their retirements, be accorded priority treatment. A preliminary screening disclosed possible HS/CSG interest in twenty-five officers on whom profile sheets were requested from the CS Personnel Office. Names of these officers together with a short resume of their CS experience and suggestions for use in the CS Historical Program are shown in two listings attached:

a. About-to-be Retirees of Interest to the CS Historical Program (Tab A);

b. About-to-be Retirees of Marginal Interest to the CS Historical Program (Tab B).

The comment of Board members and, if necessary, determination of priorities would be welcomed. The individual Board members may have additional knowledge of the possible contributions from these retirees.

|            |    |          |          |           |         |
|------------|----|----------|----------|-----------|---------|
| OPC        | 10 | REV DATE | 12/01/82 | BY        | 018993  |
| ORIG COMP  |    | OPI      | 11       | TYPE      | 01      |
| ORIG CLASS | 5  | PAGES    | 11       | REV CLASS | C       |
| JUST       | 22 | NEXT REV | 2012     | AUTH      | HR 70-2 |

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MEETING

CS HISTORICAL BOARD

6 April 1965 - 10:00 - Room 3-E-30

AGENDA:

1. Approve minutes of previous Board meeting
2. Presentation of Terms of Reference for consideration of the Board
3. Review of the activities of the HS/CSG since 16 February 1965
  - a. Development of Terms of Reference
    - (1) The platform for the Board--philosophy and conduct
    - (2) The projection into the DD/P--The Handbook
  - b. Division Chiefs and/or RHO's
  - c. Support Chiefs
  - d. RMO's and RO's
  - e. Retirees
    - (1) "Two- and one-year letters" and Career Board arrangement
    - (2) List and analysis of retiree group
    - (3) Candidates for Roster of CS Historical Writers; review of individuals with potential
  - f. Status of Catalog of CS History: WE, WH, FE, EE, FI, CI, [REDACTED] OPSER--CPD
  - g. Status of other Indexes

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16 February 1965

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the Clandestine Services Historical Board Meeting, 10:00 a.m., 16 February 1965

PRESENT:

[REDACTED]

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[REDACTED] reviewed the background leading to the formation of the Agency Historical Staff, in the office of the Executive Director-Comptroller, and the Clandestine Services Group within it--the HS/CSG. This HS/CSG is to be the action arm of the CS Historical Board carrying out the necessary steps in the historical program under the egis of the Assistant Deputy Director for Plans.

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[REDACTED] stated he had been detailed to the Historical Staff in December 1963 and given the task of compiling and writing a history of CIA's operations in Vietnam. This task is still going on.

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In order to carry out the various essential tasks of the CS historical program, with the guidance of the Historical Board and under [REDACTED] direction, [REDACTED] was assigned to the HS/CSG and made responsible for the conduct of its research activities. [REDACTED]

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[REDACTED] have been detailed to the Historical Staff (HS/CSG), from the DD/P, to participate in this fundamental research effort and otherwise to assist in the conduct of the CS historical program. This group is to conduct a review of Clandestine Services records, establish a workable indexing and reference system, and devise procedures and means for maintaining past and future historical records. [REDACTED] has been assigned to the fourth position (Clerk-Stenographer) in the HS/CSG.

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[REDACTED] pointed out that recently in addition to the drafting of the Vietnam history, an historical study of the Agency's operations with the [REDACTED] has almost been completed; a history of the recent [REDACTED] operations has been completed along the lines of a monograph which would ultimately become part of a larger history of all Agency operations [REDACTED] also, under the general direction of the WE Division Chief, historical studies were started in 1964 in nine WE countries.

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The members of the Historical Board discussed at some length the magnitude of the task of preparing a history or histories of the Clandestine Services. Because of the scope of this task the Historical Board was formed, composed of the above-mentioned members and charged with the task of assisting the Historical Staff by establishing priorities for CS historical studies, suggesting qualified draftsmen for the studies, and providing terms of reference.

25X1A Board members discussed the merits of various kinds of presentations such as narrative, chronological, analytical, "Battle Order" method, and the drafting of short papers, or monographs, on single outstanding successes and failures. In this regard three papers prepared by [REDACTED] were noted: the first, dated 14 October 1964 on "Guidelines for Historical Writing in the Clandestine Services;" the second, dated 13 October 1964 on "Details to be Included and General Points to be Considered in Preparing CS Historical Papers;" and the third, dated 13 October 1964 on "Introductory Comments on Country-Level Approach to the History of the Clandestine Services." These were thought by the Board to be good basic papers, but should be expanded into a handbook containing both broad guidelines as well as specific terms of reference for the critical presentation of Clandestine Services histories. Such a handbook, which the HS/CSG will prepare, should assist drafters in the preparation of histories going back no farther than the end of the OSS period--September 1945. Also, it was agreed that such a handbook should be an aid to the Staffs and Divisions in the Clandestine Services in maintaining and preserving current records of value for historical purposes.

25X1A In the preparation of such a handbook, Board members stressed that a careful eye should be kept on the possible future uses of such histories. It was noted that some of these uses would be: by new Station chiefs and key officers designated for field assignments, by new Desk chiefs, as documentation to aid in debriefings, as valuable background material for use in Covert Action operations, as briefing papers for 303 Committee members required to make policy decisions on behalf of CIA, as aids for post mortems especially in [REDACTED] operations, by the Office of Training, and in the "Studies in Intelligence."

25X1A Board members determined that the Historical Board would not need to meet at regular intervals, but would meet when called in order to deal with specific matters which fall within its role and mission. Copies of minutes of the previous meeting and the agenda for the upcoming meeting will be sent to Board members, by the Executive Secretary, prior to each meeting.

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Executive Secretary~~SECRET~~

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6 April 1965

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the Clandestine Services Historical Board Meeting, 10:00 a.m., 6 April 1965

PRESENT: [REDACTED]

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The minutes of the meeting of 16 February 1965 were approved.

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The terms of reference, prepared for the CS Historical Board and distributed prior to the meeting, were considered. [REDACTED] reviewed the first few papers as background and foundation terms of reference, and the last three as working guides to be used in approaching CS personnel and assisting them in their historical efforts. The Handbook actually will be handed to individuals taking part in the writing of the CS History.

The review and correction or approval of the other terms of reference, in addition to suggestions on and approval of the Handbook as soon as possible, were requested. [REDACTED] mentioned that many of the CS writers needed and had requested guidance such as was covered by the Handbook. Before proceeding to the remainder of the Agenda, the Board commented most favorably upon the terms of reference and after discussion, agreed upon the attached corrections. With the understanding that these adjustments would be made and that the Handbook would have a limited, controlled distribution and would be recalled for reworking in approximately six months, the Board approved the terms of reference and the Handbook. It was understood that if further consideration following the meeting brought any additional point to the mind of any member of the Board, such would be conveyed to [REDACTED]

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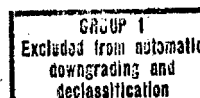
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The Board reviewed the activities of the HS/CSG. Brief explanations were given by [REDACTED] of the meetings with senior officers of the various components, the progress in obtaining the designations of Responsible Historical Officers, the meeting with the CS Support Chiefs, and the meeting with the Records Management Officers and Records Officers. The nature of the various indexes listed in Appendix A of the Handbook was explained, and the progress in establishing and implementing each was described.

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The list of early retirees was distributed to the Board members and the system for locating and tapping our CS human resources was discussed. The Board considered each case and gave specific direction for followup action on each individual by the Executive Secretary in behalf of the Board.

The Board was informed of the status of historical papers now in process. Also, action taken by the Executive Secretary in behalf of the Board was mentioned concerning the histories

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It was noted by the Board that in certain cases it would be necessary to contract with an individual to prepare a part of the CS History after he has retired; [REDACTED] is a case in point. [REDACTED] indicated that the Board should be ready to assist in such cases and to have a system for financing such contracts when the background of the individual and the priority of the activity to be written warrants. The Executive Secretary informed the Board of his meetings with [REDACTED] Chief, DDP/PG, and [REDACTED] Chief, Contract Personnel Division, OP, and of the recommendations on contracting and financing such work. The Executive Secretary was asked to pursue this matter in behalf of the Board.

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Attachment:

Changes in a guidance paper and  
the Handbook

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The following changes will be made in a guidance paper and the Handbook:

Conducting the CS Historical Effort:

Page 1, re Clandestine Services Historical Board, paragraph 1, delete "Provide a" and insert "Consider and delineate the..."

Page 1, re Clandestine Services Historical Board, eliminate paragraph 1.d.

The Handbook:

Page 2, Chapter I, first sentence, rewrite as follows:

"The purpose of the Board is to review, advise and assist in the preparation of CS historical studies."

Page 3, Chapter I, rewrite d.(1) as follows:

"Basic plans, annual assessments and future projections of the operational program".

It was the consensus that the terms of reference or statement of responsibility should not state or imply activity or responsibility beyond the purposes of the CS Historical Board as stated in the Memorandum of 30 November 1964 approved by the DD/P, or in Notice [REDACTED] dated 12 January 1965 which established the Board.

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